

JOB HAZARD ANALYSIS (JHA)		Date: 04-01-06	<input checked="" type="checkbox"/> New JHA Revised JHA
Task: Driving to-from locations in automobile/box trucks		JHA #3	Page <u> 1 </u> of <u> 7 </u>
Task Overview:	APHIS personnel will use automobiles to transport themselves and necessary equipment to and from various sites		
Task Elements:	Driving automobiles/box trucks in urban, suburban, and rural areas		
Personal Protective Equipment:	Work clothes		
Tools and Equipment:	Automobile		
OCCUPATIONAL HEALTH CONCERNS			
Chemical Agents: None	Physical Agents: Various impacts and trauma	Biological Agents: None	
Activity/Sequence of Job Steps	Potential Hazards/ Injury sources	Safe Action or Procedure	
Driving to and from various sites	Physical trauma from various impacts	<ul style="list-style-type: none"> Assure that all personnel who will operate motor vehicles have a valid driver's license Assure that all APHIS personnel have been trained on completing the agency's Motor vehicle Accident Report (see appendix 3-3-A) Assure that an accident report is completed for all auto incidents Check with the Security Officer for security considerations with automobile selection and use Train all personnel on the completion of the daily inspection sheet and assure they are completed and collected (see appendix 3-3-B) Assure that each car is equipped with emergency warning equipment (flares, signs, triangles, etc...), a first aid kit, and a fire extinguisher Assure that all personnel are familiar with the safe driving rules and emergency procedures* 	

Use of lift gate (for Box Trucks)	Physical trauma from various impacts	• See Tail Gate guidelines and Dos and Don'ts **
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*Supplemental Information

Driver Safety Rules:

- Drivers shall carry their State drivers license at all times while operating motor vehicles.
- Licenses must be the proper classification for the vehicle driven.
- Safety belts shall be worn at all times by all front seat passengers and by all employees where seat belts are provided
- Drivers shall not consume alcoholic beverages, illegal drugs or medication that may affect driving ability, prior to, or at any time while on duty.
- When backing vehicles, there must be a clear view of the area immediately to the rear. In vehicles without rear window visibility, the driver shall get out of the vehicle and inspect the area to the rear before backing. If a second employee is available, this person shall serve as a guide to back up the driver.
- Tailgates shall be up and locked when vehicles so equipped are in motion. If a vehicle's function requires that the tailgate remain down to carry a load, red flags shall be attached to the outer portion of the load.
- Reckless or unsafe operation of vehicles is not permitted.
- The maximum posted speed limit is to be obeyed
- Vehicle engines shall not be operating when adding any fuel or engine oil to the vehicle.
- Employees shall not board or alight from any moving vehicle.
- Employees shall not ride on the running boards of any vehicle.
- Riding on the side, toolbox, tailgate or roof of any vehicle, or in the back of a truck bed, when a vehicle is in motion, are not allowed.
- In pickup trucks, riders shall always sit in the front cab.
- During periods of limited visibility, or any time that windshield wipers are in use, headlights shall be turned on.
- Trailers shall be fastened to hitches, and safety chains shall be secured, as required by state law, before moving vehicles.

- All items to be transported by truck or trailer, which have the potential to move around during transport, shall be secured.
- No vehicle shall be left unattended with the key in the ignition.
- All vehicles, parked on the street, except for emergency vehicles, shall be locked when not in use.
- Employees are responsible for all traffic citations while operating vehicles.
- Vehicles without a handicapped permit shall not be parked in handicapped parking spaces.
- Radio or tape deck equipped headphones are not allowed to be worn while operating a motor vehicle. This does not pertain to situations where protective muffs or plugs are required for hearing protection.
- Before leaving the operator's seat, the vehicle shift selector shall be placed in park, and if needed, the parking brake applied. If the vehicle does not have a park position, the shift selector shall be placed in neutral and the parking brake applied.

VEHICLE EMERGENCY PROCEDURES

When it's absolutely necessary to stop on a highway or city street in case of an emergency, use extreme caution:

- Warning signals and lights shall be used.
- Rotating beacon(s) shall be used, if the vehicle is so equipped.
- Emergency flashers shall be used.
- Flares, fuses, warning flags, reflector triangles or other emergency equipment shall be used to give adequate advance warning, where applicable for commercial vehicles.

**** Supplemental Information**

Safe Operation Guidelines of Lift Gates

The following are general guidelines. Specific items may not be applicable for all lift gates.
Check the operations manual for safe procedures

Opening Platform:

Ensure area behind and around platform is clear prior to and during operation

Remove latch chain from platform

Use lowering switch to open platform

Allow closer handle and cam assembly to rotate upwards before raising platform

Operate Lift Gate:

RAISE switch=raises platform

DOWN switch=lowers

Use either hand control or vehicle-mounted control Speed can be adjusted at the adjustable flow control valve located in the hydraulic enclosure (see manual)

Maximum rated capacity is based on loads evenly distributed on a flat platform

Platform should be placed either flat on ground or flush with truck bed. No intermediate height (i.e. step)!

Personnel movement:

Grab hand control, place feet firmly on platform away from edges

Operate hand control for desired ascent/descent

Wait for platform to come to rest before dismounting

Storage of Platform for Transit:

Ensure platform is clear of all objects

Lower platform halfway to ground, this allows cam assembly to be rotated to horizontal position

Ensure platform is clear of all objects

Lower platform halfway to ground, this allows cam assembly to be rotated to horizontal position

DOs and DON'Ts of Tailgate use

CAUTION:
STAND CLEAR AND KEEP CLEAR OF PLATFORM
AREA WHILE OPERATING LIFTGATE.
FOR OPERATION OF THIS UNIT, REFER TO THE “OPERATION
INSTRUCTIONS” INSIDE
OF THE OWNER’S MANUAL AND THE OPERATION INSTRUCTIONS DECAL.

DO’S AND DON’TS

DO: Make certain area in which the platform will open and close is clear before opening or closing platform.

DO: Make certain platform is properly latched when in transit.

DO: Make certain platform area, including the area in which loads may fall from platform, is clear before and at all times during operation of the lift gate.

DO: Operate the lift gate with the control switches only.

DO: Use hydraulic fluids listed on the HYDRAULIC FLUID CHART (found inside this manual) or equivalent.

DO: Lubricate as per the LUBRICATION INSTRUCTIONS and LUBRICATION SCHEDULE found in this book.

DO: Read and follow WARNING DECALS, OPERATION DECALS and OWNER’S MANUAL.

DO: Visually inspect the lift gate frequently and keep it in adjustment.

DO: Be certain vehicle is properly and securely braked before using the lift gate.

DO: Repair the lift gate when it is found to be faulty to prevent accidents.

DO: Keep all decals in place and legible and retain the Owner's Manual in the vehicle or ALL WARRANTIES ARE VOID.

DON'T: Allow the lift gate to be used by persons not familiar with its operation.

DON'T: Use the lift gate if unit shows signs of abuse or fails to operate freely.

DON'T: Permit the motor to run after the lift gate is raised to bed level.

DON'T: Overload the lift gate. (Refer to the capacity chart for proper capacity of lift gate.)